

# EXTERIOR CARE & WEATHERIZATION

## EXTERIOR PROPERTY CARE INSTRUCTIONS

- All gates shall be kept latched when not in use to prevent damage to gate hinges. No swinging on open gates.
- Nothing may be stored against the side of the house or other structures on the property.
- Residents shall regularly clean dirt and spider webs from under the eaves and on the siding of the house.
- Residents shall regularly clean exterior light fixtures.
- Tenant(s) shall report all problems with any portion of the property including lighting, fences, fixtures, structures, electrical lines, trees and shrubs to Owner/Agent promptly.
- Driveways, patios, decks, sidewalks and walkways must be kept free of moss, debris and tripping hazards, and may not be used for storage of personal property.
- Tenant(s) may not plant or remove any trees, plants or shrubs, or alter landscaped areas without the written consent of Owner/Agent.
- Residents may keep potted planters on patios porches or decks, as long as walkways are unobstructed and free of tripping hazards, planters are kept at least six inches away from the building, and all pots have protectors to prevent water damage.
- Tenants are responsible for ice/snow removal to ensure safe egress on all walkways, driveways, stairs and decks and public sidewalks that abut the property except in the case of common areas, which the landlord is responsible to clear. The cost of repair to exterior surfaces from the use of salt for de-icing will be charged to the Tenant(s).
- Tenant(s) may not compost food scraps or yard waste without the prior written consent of Owner/Agent.
- Tenant(s) shall be held financially responsible for damage to fences, lawns and landscaping due to neglect or failure to perform their duties.

## WEATHERIZATION INSTRUCTIONS

For Houses and Duplexes:

- Cover all foundation vents: These are the holes around the perimeter of the house. They should be blocked off to stop wind and cold from getting under the house and to the pipes. Snug-fitting cardboard works very well for this. **DO NOT LEAVE COVERS ON VENTS FOR PROLONGED PERIODS**, only during the cold spell. Ventilation is necessary to prevent moisture damage to the building and furnishings.
- Disconnect all outside hoses, hose splitters & water features: (i.e. Hot Tubs, Fountains, etc.) All should be disconnected and drained before winter/freezing temperatures begin. Please double check when the temperature drops below 26°. This allows proper draining of the pipes and prevents freeze damage. It's also a good idea to purchase a cold weather faucet cover or wrap the faucet with rags/newspaper and secure with string/rubber bands when the outside temp drops below freezing. If water flows from behind the wall, the faucet is broken. Turn off water, discontinue use, and notify Owner/Agent immediately. Tenant(s) will be responsible for any subsequent cost.
- Washing machine faucets: There are usually two short rubber pieces of hose from your faucet to your washing machine. Disconnect these from your machine and run them into the drain pipe in the wall. This will allow you to leave both faucets trickling.
- Locate your water shut-off valve: It is a good idea to know the location of the water shut-off valve well in advance of severe weather. If you cannot locate the valve, contact your utility company.

For all units, when the temperature is below 26°:

- Keep all water inside the building running: It is important to keep water moving in all of the water pipes to prevent freezing. It requires more than just a drop. Keep the stream approximately the width of a pencil lead (both hot and cold) from every faucet when outside temperatures are 26°, and below. If you are worried about wasting hot water, turn off the electric breaker to your hot water heater. Put a string through the flapper of your toilet to keep water flowing there.
- Leave the heat on: Heat should be kept at a minimum of 62°. Open cupboards doors under sinks and leave them open as long as temperature is below freezing to allow some heat near the pipes.
- Notify Owner/Agent during extended winter absences: If you are going to be gone for longer than a couple of days when freezing temperatures are possible, please notify Owner/Agent so appropriate measures can be taken.

If your pipes freeze:

Locate water turn-off for unit and discontinue use (when applicable).

- Turn off breakers to hot water.
- Open all water lines, including outside faucets.
- Notify Sowins Real Estate & Property Management on the emergency line at 503-717-3377.
- Get heat on them to speed up the thawing process. This can be accomplished using: 1) A heat lamp, 2) A space heater, 3) A blow dryer. Do not leave any of these items listed unattended for any period of time and **NO OPEN FLAMES ON ANY PIPES AT ANYTIME!**

Should damage occur due to Tenants(s) Failure to follow these instructions, the cost for repair shall be placed upon the Tenant(s), unless the damage is a result of an act of God.